

FINANCIAL SERVICES DIRECTOR

FLSA Code: E

Job Code: 2550

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and administrative work in planning, organizing and directing the financial and data processing activities of the city; does related work as required. Work is performed under the general supervision of the City Manager. Supervision is exercised over department staff.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing, directing and monitoring the overall financial activities and programs of the city; overseeing the data processing, MIS, assessing and purchasing functions and the preparation and maintenance of financial records and systems.

Plans, directs, organizes and monitors the financial activities of the regional Police Academy and the Industrial Development Authority;

Directs, through subordinates, the purchasing, building and grounds, data processing, management and geographic information systems and real property assessing operations of the city;

Assists City Manager and other departments with technical assistance on financial matters;

Advises City Council on financial matters of the city;

Evaluates the work performance of subordinates;

Establishes and maintains the financial and accounting systems; oversees the preparation of financial statements and related reports;

Manages the preparation, implementation and monitoring of the operating and capital budgets;

Serves as acting or interim City Manager as required;

Serves on various committees and boards;

Prepares the city budget, annual financial report and five year capital improvement plan;

Evaluates the benefits and costs of various financial alternatives, options and programs;

Monitors various insurance coverages;

Develops and administers financial policies, procedures, plans, systems and activities;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university supplemented by a Master's degree in business or public administration and extensive experience in municipal finance administration, including some supervisory experience; comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures, principles, methods and laws relating to municipal bond financing; proven ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records, prepare informative financial reports, plan, organize, direct and evaluate the work of subordinate employees, establish and maintain effective working relationships with associates and governmental officials, conduct long-range planning and present technical and financial reports effectively, both orally and in writing. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.